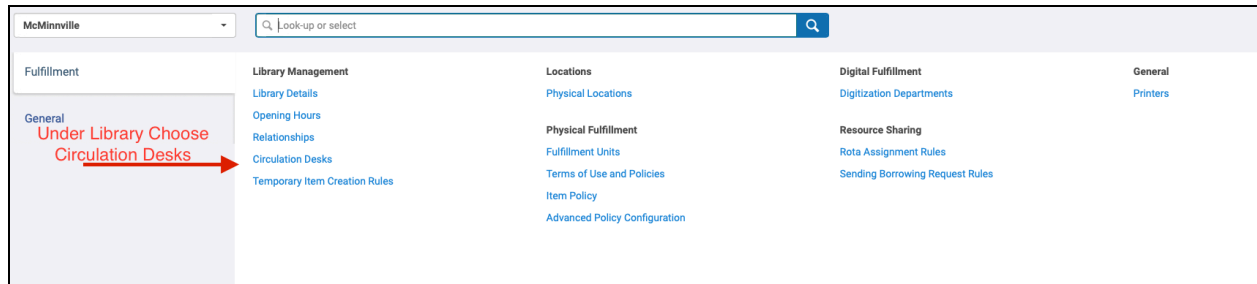


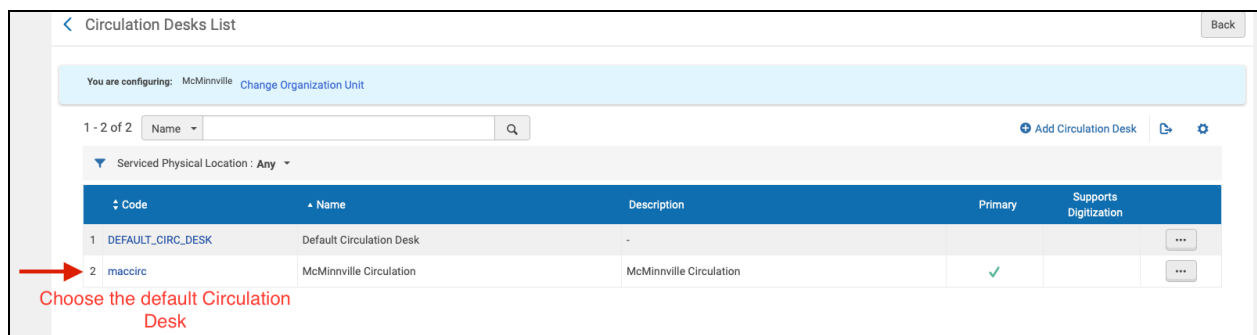
Home and Office Delivery Configuration

*Note that Addresses must be included in patron records for this delivery option to work.

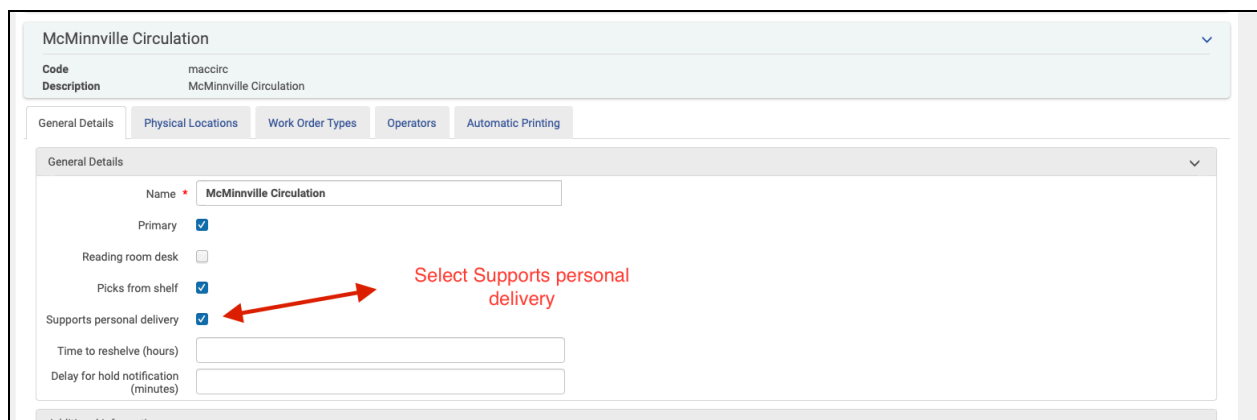
Alma Configuration → Choose the library you are setting up for Home and Office delivery.



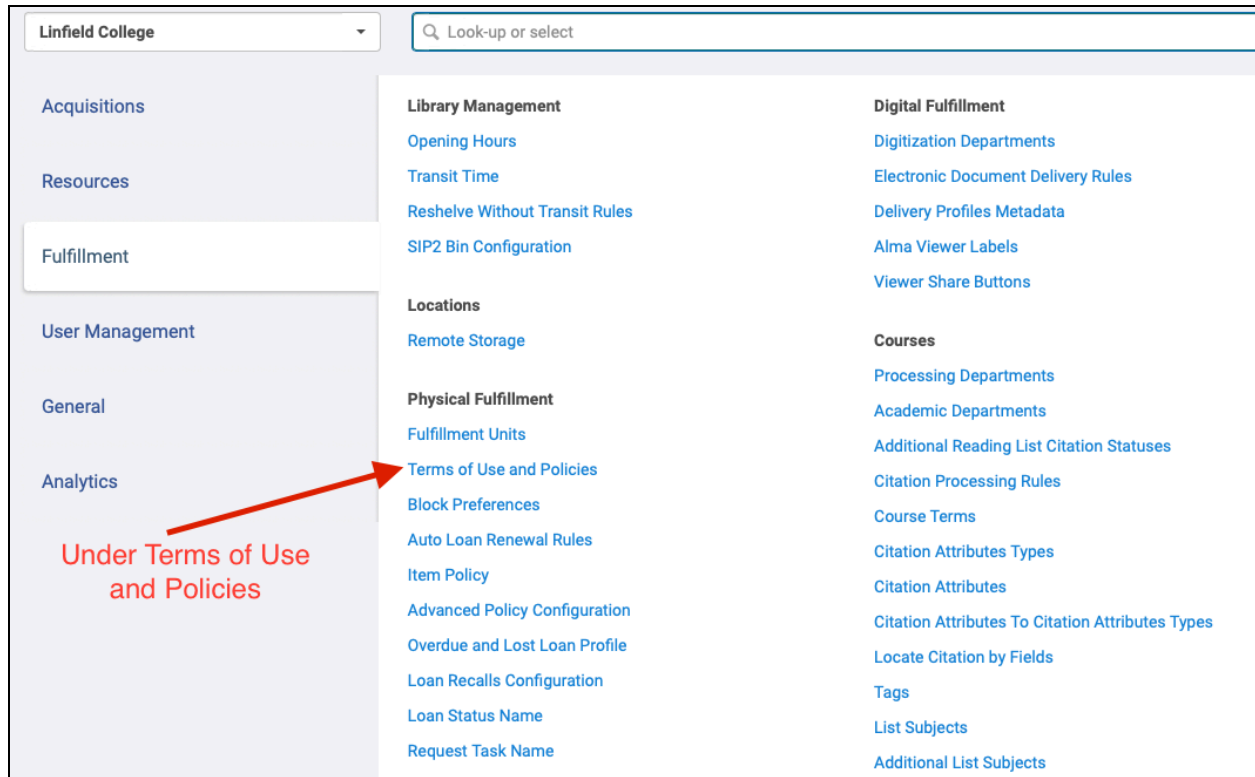
Select the default circulation desk.



Under Edit: make sure “Supports personal delivery” is selected.



Next step we want to make sure under terms of use personal delivery is allowed. Under this example we are allowing personal delivery for regular loans for staff.



Under Terms of Use and Policies, we want to make sure “180 day staff regular” allows home delivery. Also, here you can set the cost for home delivery if there is a cost.

Terms of Use Management

You are configuring: Linfield College [Change Organization Unit](#)

1 - 20 of 37 Description

Terms Of Use Type: Request

Name	Type	TOU Owner	Description
1 0 day Low Priority Limited	Request	Institution	0 day Low Priority Limited
2 0 day Regular Priority Limited	Request	Institution	0 day Regular Priority Limited
3 0 Days Summit Long High Priority	Request	Institution	0 Days Summit Long High Priority / Low Priority
4 0 Days Summit Short High Priority	Request	Institution	-
5 0 day Staff Limited	Request	Institution	0 day Staff Limited
6 180 day Staff Regular	Request	Institution	180 day Staff Regular
7 1 day High Priority Closed Stack	Request	Institution	1 day High Priority Closed Stack
8 1 day High Priority Limited	Request	Institution	1 day High Priority Limited
9 1 day High Priority Media	Request	Institution	1 day High Priority Media
10 1 day High Priority Regular	Request	Institution	1 day High Priority Regular

This is term of use for staff regular loan requests

Under edit, you can select the option for home and office delivery, or just home, or just office, or none.

Terms of Use Management

You are configuring: Linfield College

Terms of Use Details

Name * 180 day Staff Regular

Description 180 day Staff Regular

Terms of Use Policies

Policy Type	Policy Name	
1 Is Requestable	Requestable (Requestable)	...
2 Pickup Locations	Pickup In Campus (Pickup in any library in the campus of the resource)	...
3 Hold Shelf Period	Hold Shelf Period	...
4 Is Digitizeable	Not Digitizable	...
5 Is Requestable for Physical Resource Sharing	Resource Sharing	...
6 Is Requestable for Digital Resource Sharing	Digital resource sharing (Requestable for digital resource sharing)	...
7 Request Priority	Highest	...
8 On Shelf Request Policy	On Shelf Request Policy Allow for pickup anywhere regardless of availability	...
9 Personal delivery	Look-up or select	...
10 Personal delivery fee	Personal Delivery - All (Deliver items to a home or an office address)	...
11 Automatically convert to resource sharing	Personal Delivery - Home (Deliver items only to a home address)	...
12 Digitization Fee per Digitization	Personal Delivery - None (Do not deliver items at all)	...
13 Digitization Fee per Page	Personal Delivery - Office (Deliver items only to an office address)	...

Here you have four options to choose from:
1) Both home and office delivery 2) home only 3) None 4) Office only

You can add a policy for home delivery cost. You will need to create a policy first then select that policy. The fee will be added to patron's account when the item is scanned-in.

Policy Type	Policy Name	
1 Is Requestable	Requestable (Requestable)	...
2 Pickup Locations	Pickup In Campus (Pickup in any library in the campus of the resource)	...
3 Hold Shelf Period	Hold Shelf Period	...
4 Is Digitizeable	Not Digitizable	...
5 Is Requestable for Physical Resource Sharing	Resource Sharing	...
6 Is Requestable for Digital Resource Sharing	Digital resource sharing (Requestable for digital resource sharing)	...
7 Request Priority	Highest	...
8 On Shelf Request Policy	On Shelf Request Policy Allow for pickup anywhere regardless of availability	...
9 Personal delivery	Personal Delivery - All (Deliver items to a home or an office address)	...
10 Personal delivery fee	Personal Delivery Fee - No Fee (Personal delivery is not charged with a fee)	...
11 Automatically convert to resource sharing	Do not convert to resource sharing (Do not convert to resource sharing)	...
12 Digitization Fee per Digitization	No Fee (Digitization request is not charged with a fee)	...
13 Digitization Fee per Page	No Fee (Digitization request is not charged with a fee per page)	...

If you want to charge the patron for home delivery. You can add a policy for personal delivery. The fee will be added to patron account when item is scanned in.

Add Policy
Edit
Duplicate

Here is what you should see if you are requesting a physical item in Alma under pickup locations:

< Create Request Cancel Submit

Maggot Moon / Sally Gardner ; [illustrations by Julian Crouch].

Institution Linfield College

Create Request

Request Type * Patron physical item request

Requester [REDACTED]

Note

Pickup At *

Pickup location

Personal Delivery

Home Delivery

Office Delivery

Additional Request Attributes

Material Type

Date Needed By

Loan Period

Under pickup location these options will show if patron has both home and office address in their record.

This is what you should see if you are requesting in Primo for pickup locations.

VIRTUAL BROWSE

Get It

TAGS

Details of title you requested:

Material Type:

Terms of Use:

Pickup Location: ☒

Not Needed After:

Comment:

CANCEL

REQUEST

Pickup location

McMinnville

OCE via Mail

Portland

Personal Delivery

Home Address

Work Address

These are options you see in Primo.

GET IT FROM OTHER INSTITUTIONS

SHOW LIBRARIES »